



State of Nevada

Veteran Definition &

Documentation Guide

Presented by the Division of Human Resource Management



Outline

- "Veteran" definition per NRS 417.005
 - ❖ Definition of "Veteran with a service-connected disability" per. NRS 338.13843
- ❖ Documentation for Veterans who have served on active duty
 - ❖ Form DD214 explained
 - ❖ Differences in DD214 Member-1 copies and DD214 worksheets vs. all other copies
- Documentation for Veterans with a service-connected disability
 - ❖ VA Rating Notification Letter and other documents
- ❖ Documentation for Guard and Reserve members
 - ❖ NGB Form 22 explained, statement of service letters
- Documentation for Widows and Widowers of Veterans
- Other types of documentation
- ❖ FAQ's



Veteran definition for State of Nevada veteran hiring preferences

State of Nevada Veteran hiring preferences are outlined in AB89 using the definition for "Veteran" as prescribed in NRS 417.005 which states as of 10/1/2019:

"Veteran" means a person who:

- 1) Was regularly enlisted, drafted, inducted, or commissioned in the:
 - (a) Armed Forces of the United States and was accepted for and assigned to active duty in the Armed Forces of the United States;
 - (b) National Guard or a reserve component of the Armed Forces of the United States and was accepted for and assigned to duty for a minimum of 6 continuous years; or
 - (c) Commissioned Corp of the United States Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration of the United States and served in the capacity of a commissioned officer while on active duty in defense of the United States; and
- 2) Was separated from such service under conditions other than dishonorable.

AB 89 utilizes the definition for "Veteran with a service-connected disability" as prescribed in NRS 338.13843 which states:

"Veteran with a service-connected disability" means a veteran of the Armed Forces of the United States who has a service-connected disability of at least zero percent as determined by the United States Department of Veterans Affairs.

• US Code and other Nevada Revised Statute's "Veteran" definitions vary based on eligibility for various services, but are not applicable when determining hiring preference eligibility for the State of Nevada.



Documentation for Veterans who have previously served on active duty

- Active duty is considered full time service in any branch of the United States Armed Forces. Individuals who have been accepted for and assigned to active duty receive a DD214 upon completion of their active duty service. The form DD214 is the most commonly used document that provides proof that an individual served on active duty, and this document also states their service characterization.
- ❖ Provided DD214's must be finalized and signed by an authorized authority and the service characterization must be anything other than dishonorable to be eligible for veteran hiring preference with the State of Nevada.

DD FORM 214, AUG 2009



Assigned occupational code(s)

*Military members often perform duties and have experience outside of their primary occupation

The format and look of the DD214 has changed over the multiple decades it has been in use, however it should always state the form number at the bottom and the service characterization.

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PREVIOUS EDITION IS OBSOLETE

Individual's name and personal information.

Type of Discharge:
Anything other
than dishonorable
meets the
definition for
veteran hiring
preference for the
State of Nevada.

Member-4 is the most common DD214 copy provided.



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An example of a form DD214
Member - 1 copy.
This copy is called the short form and does not list the service characterization and cannot be used to determine eligibly for veteran hiring preferences with the State of Nevada.



DD214
Worksheets are identified as a worksheet at the bottom of the page as DD214WS

Actual
worksheets will
not have the
word worksheet
stamped on the
form, only
DD214WS listed
below.

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY This Report Contains Information Subject to the Privacy Act of 1974, As Amended 3. SOCIAL SECURITY NUMBER 2. DEPARTMENT, COMPONENT AND BRANCH 1. NAME (Last First, Middle) NAVY-USN b. PAY GRADE 4n. GRADE, RATE OR RANK 5. DATE OF BIRTH (YYYYMMOD) 6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) 7a. PLACE OF ENTRY INTO ACTIVE DUTY b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address If known ORLAND, CA. ORLAND, CA SSIGNMENT AND MAJOR COMMAND b. STATION WHERE SEPARATED TPU NORFOLK, VA NAVSTA ROTA SP O WHICH TRANSFERRED ID. SGLI COVERAGE COMMANDER, NAVY PERSONNEL COMMAND (PERS-912). AMOUNT: \$ 400,000.00 11. PRIMARY SPECIALTY (List number, life and years and months in 12. RECORD OF SERVICE YEAR(S) MONTH(S) DAY(S) alty numbers and titles involving periods at specially. List addition a. DATE ENTERED AD THIS PERIOD one or more years.) **b. SEPARATION DATE THIS PERIOD** 2016 HN-9730 0 x XXXXX g. SEA SERVICE h. INITIAL ENTRY TRAINING I. EFFECTIVE DATE OF PAY GRADE 2016 03 13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN 14. MILITARY EDUCATION (Course title, number of weeks, and month and RIBBONS AWARDED OR AUTHORIZED (All periods of service) NATIONAL DEFENSE SERVICE MEDAL, GLOTAL FAR ON TERRORISM SERVICE MEDAL, NAVY AND M. VE CORPS HOSPITAL CORPMAN BASIC, 3MOS IWK, RECRUIT TRAINING x x x x x x x x x x x x x x x x X X X X X X X X X 15a. COMMISSIONED THROUGH SERVICE ACADEMY b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (16 USC Sec. 216 NO YES NO 17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE 8. REMARKS X X x x x x x x x x x x x The information contained herein is subject to computer matching within the Department of Defense or with any of 19a. MAILING ADDRESS AFTER SEPARATION (include ZIP Code) 20. MEMBER REQUESTS COPY 6 BE SENT TO (Specify state/locality) B. MEMBER REQUESTS COPY 3 BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERAL (WASHINGTON, DC) 21.a. MEMBER SIGNATURE (YYYYMMDD) (YYYYMMOO) SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only) 23. TYPE OF SEPARATION 24. CHARACTER OF SERVICE (Include appraides) RELEASED FROM ACTIVE DUTY HONORABLE 25. SEPARATION AUTHORITY 26. SEPARATION CODE 27. REENTRY CODE MILPERSMAN 1910-104 JBK. 28. NARRATIVE REASON FOR SEPARATION HIGH-YEAR TENURE 29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMOD) 30. MEMBER REQUESTS COPY 4 DD FORM 214WS, AUG 2009 PREVIOUS EDITION IS OBSOLETE. Adoble Professional 8.0

DD214

Worksheets are not signed by an authorized official and remarks have not been entered. Worksheets are not the final copy and cannot be used to determine eligibility for veteran hiring preference with the State of Nevada.



Documentation for Veterans with a service-connected disability

- * "Veteran with a service-connected disability" is a veteran of the Armed Forces of the United States who has a service-connected disability of at least zero percent as determined by the United States Department of Veterans Affairs.
- To meet the criteria of a "veteran with a service-connected disability", individuals need to provide documentation from the Veterans Affairs stating they have been awarded a rating of at least zero percent.
- The most common documents are in a memo format often titled as a VA Rating Notification Letter or VA Benefits Summary Letter. These letters provide the rating percentage as well as the service characterization and it is dual purpose as it also verifies the individual's status as a "Veteran".
- Similar letters may also be provided and can be used to determine eligibility and in some cases a signed Standard Form (SF) 15 may be provided. As with the DD214, reviewers must ensure it is an approved and final document and contains the necessary information to make an eligibility determination.



VA Seal will be affixed to upper left corner

DEPARTMENT OF VETERANS AFFAIRS 810 Vermont Ave NW Washington, D.C. 20420

January 12, 2018



In Reply Refer to: xxx-xx-9611 27/eBenefits

Carson City, NV 89706

Dear Ms.

This letter is furnished to support your consideration for Veterans' preference as you seek Federal civil service employment.

What Our Records Show

The Department of Veterans Affairs records certify that you separated under honorable conditions from active duty military service and that you are entitled to compensation for service-connected disability(ies) which are at least 30 percent or more disabling. Your payment is made in accordance with public laws administered by the Department of Veterans Affairs.

How You Can Contact Us

If you need general information about benefits and eligibility, please visit us at https://www.va.gov.

Call us at 1-800-827-1000. If you use a Telecommunications Device for the Deaf (TDD), the number is 1-800-829-4833.

Ask a question on the Internet at https://iris.va.gov.

Sincerely,

Executive Director
Benefits Assistance Service

Enclosure: Standard Form 15

Letter formats may vary, but all must state the individual has a serviceconnected disability and that they separated under anything but dishonorable

conditions.

Letter states
type of
discharge and
rating
percentage



Documentation for Guard and Reserve Members

- ❖ National Guard members and Reserve members are regularly enlisted, inducted, or commissioned in the Armed Forces of the United States. However, National Guard members and Reserve members are not always assigned to active duty and they will not have a DD214 if they have not completed active duty service.
- To meet the definition of a "Veteran" without proof of active duty service, National Guard members and Reserve members must provide documentation demonstrating they have had 6 continuous years of service in the National Guard or Reserve.
- ❖ A common form is the National Guard Bureau (NGB) Form 22 which serves as the DD214 equivalent for the National Guard.
- ❖ National Guard and Reserve members may also provide "statement of service" letters from their Guard or Reserve units. Such letters can be used to make an eligibility determination if the letter is on an official letterhead, provides the dates of service, the service characterization, and is signed by an authorized official.

 10



Date of enlistment (ENL) is the date service started.

Terminal Date of service obligation is the date service ended

Service characterization, must be anything but dishonorable

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of Service

SPD:KBK
26. REENLISTMENT ELIGIBILITY
Eligible

To determine eligibility, these two dates must be calculated and at least equate to 6 years of continuous service



Documentation for Widows and Widowers of Veterans

- ❖ In accordance with AB89, widows and widowers of persons killed in the line of duty while on active duty in the Armed Forces of the United States and widows and widowers of Veterans are eligible for additional preference when applying for State of Nevada positions.
- To verify if an applicant is a widow or widower of a person killed in the line of duty, a DD Form 1300 "Report of Casualty" must be submitted with the application. Additionally, the applicant may need to provide a copy of their marriage certificate indicating they were married to the person who is deceased.
 - DD1300's are essentially a military death certificate and provide an official record of the death or missing status of a military member and this form is also utilized by various federal agencies to determine eligibility for services and benefits. A certified DD1300 will always be provided to the spouse or the Next of Kin after the death of an active duty military member.
- ❖ Widows and widowers of Veterans are authorized to obtain copies of their spouse's DD214 and must provide a completed DD214 or a "statement of service" letter and a copy of their marriage certificate to be eligible for additional preference.

DD FORM 1300, MAY 2000



The status of the individual should state "Deceased"

The spouse's name may be listed under interested persons. If so, a marriage certificate is not required.

REPORT OF CASUALTY			(Each DoD Component address to be overprinted here)					REPORT CONTROL SYMBOL DD-P&R(AR)1664			
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4. SERVICE IDENT	IFICATION							***	, , , , , , , , , , , , , , , , , , , ,		
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PREVIOUS EDITION MAY BE USED.

Individual's name and personal information

Official form must be signed



Other types of documentation

- The Veterans Identification Card Act was signed into law in 2015 and authorized the VA to begin issuing a national Veterans Identification Card (VIC). Cards began to be initially issued in November 2017 and are only provided to veterans with an honorable discharge so these cards can be used to verify eligibility for State of Nevada veteran hiring preferences.
- ❖ The Veterans Identification Card will provide information such as a member number, if the individual has a service-connected disability, and what branch of the service they served in.
- ❖ Veterans Identification Cards should not be confused with VA Employee I.D's or Volunteer I.D's that provide little to no information about the individual and cannot be used to verify a person's status as a veteran.

Member ID



Veterans Identification Card sample

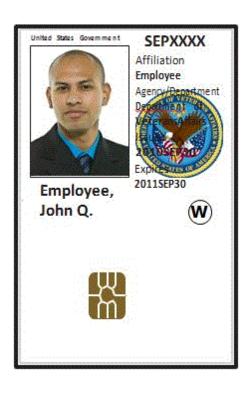


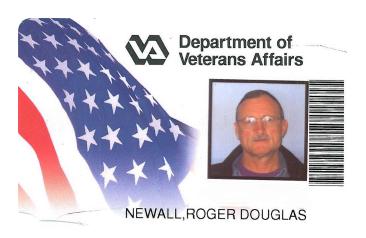
States service connected if member has a VA recognized service connected disability

Branch of Service



Examples of I.D's that cannot be used to determine veteran status or eligibility for additional preferences.







FAQ's

I have an applicant who provided a DD214 and it shows the service characterization as honorable, but they only spent a month in the military. Do they qualify as Veteran for hiring preference purposes?

Yes. The definition as prescribed in NRS 417.005 does not establish any minimum periods of time served for Veterans who have been placed on active duty.

I have an applicant that is a current employee who has applied for multiple promotion opportunities. Is there a limit on the number of times their Veteran preference can be applied?

No. AB89 lifts previous restrictions and qualified veteran applicants are eligible for additional preference without limitation.

I have an applicant that is still serving on active duty in Nevada; what documentation do they need to provide?

Active Duty applicants can have up to 4 months of accrued leave prior to the end of their contract so oftentimes they apply and are available for work before their contract has ended. DD214's are not provided until after the contract period is concluded so active duty applicants need to provide a "statement of service letter" on an official letterhead stating the dates of service, service characterization, and signature by an authorized official.

I have an applicant that provided a DD214 that states "medical discharge". Are they considered a disabled veteran?

No. To meet the definition of a veteran with a service-connected disability, the Department of Veteran Affairs (VA) has to make that determination and the applicant must provide documentation from the VA as DD214's are issued by the Department of Defense.

I have an applicant that provided a NGB Form 22 and under "net service this period" it states 2 years. Is that the total time they have served in the National Guard?

No. Net service is calculated differently and is akin to stating you have been employed by the State for 40 hours instead of 1 week. The only way to calculated time served in the Guard using this form is by comparing the date of enlistment to the terminal date of service obligation as outlined previously.